

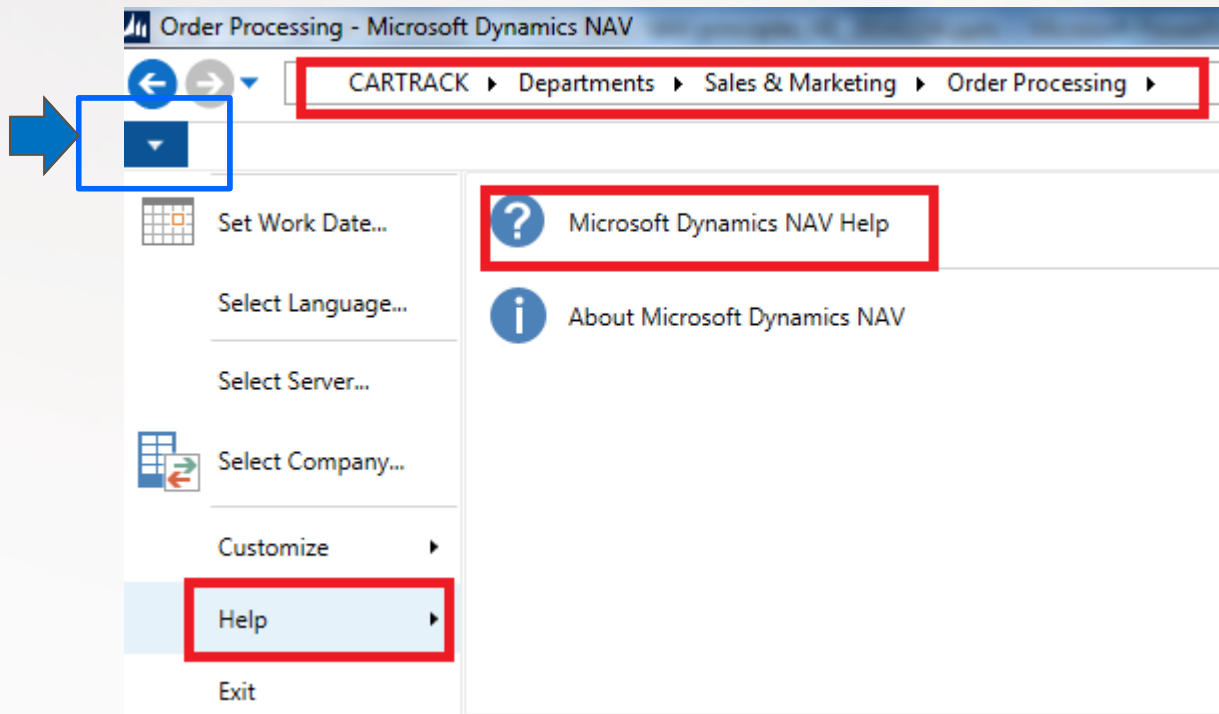
Chosen set of Add-Ons basics XII.
Keyboard shortcuts basics



J.Skorkovský
4.11.2014 Rivonia

How to get to the list of shortcuts

🗄️ You can start from anywhere and get Help as presented below



You will get the following menu

The screenshot shows the Microsoft Dynamics NAV 2013 R2 Help application. The left sidebar contains a tree view with the following items:

- Help
 - Getting Started with Microsoft Dynamics NAV 2013 R2
 - Application Changes
 - Platform Changes for Microsoft Dynamics NAV 2013 R2
 - Finding Information in Help
 - Working with Microsoft Dynamics NAV 2013 R2
 - Work with Data** (highlighted with a red box)
 - Work with Application-Wide Features
 - Enhancing Business Productivity
 - Integrating with Microsoft Office
 - Sending Data to Microsoft Excel
 - Application Design
 - Setup and Administration

The main content area displays the 'Work with Data' article. The title 'Work with Data' is prominently displayed. Below the title, there is introductory text and a table of tasks. The table has two columns: 'To' and 'See'. The 'How to: Enter Data' link in the 'See' column is highlighted with a red box and a red arrow pointing to it.

To	See
Find any page in your installation.	Search
Use standard facilities to enter text and numbers quickly.	How to: Enter Data (highlighted with a red box and arrow)
Learn how to enter dates and times.	How to: Enter Dates and Times

Keyboard Shortcuts

How to: Enter Data

In Microsoft Dynamics NAV, there are many general functions that help you enter data in a quick and easy way. The general functions for entering data are described in this topic.



The examples in this topic use the CRONUS International Ltd. demonstration database.

See Also

Tasks

[How to: Set Filters](#)

Concepts

[Sorting](#)

[How to: Enter Dates and Times](#)

[Keyboard Shortcuts](#)



List

Keyboard Shortcuts

The following table provides an overview of shortcut key combinations in the Microsoft Dynamics NAV Windows client and the Microsoft Dynamics NAV Development Environment.

Microsoft Dynamics NAV Windows client	Development environment	Action
Right Arrow	Right Arrow	Move to the next field or character
Left Arrow	Left Arrow	Move to the previous field or character
Up Arrow	Up Arrow	Move to the field above in the same column
Down Arrow	Down Arrow	Move to the field below in the same column
Delete	Delete	Clear selected text
Esc	Esc	Close the window or undo the data entry
End	End	Move to the last field on a line
Home	Home	Move to the first field on a line

Basics about keyboards are covered in TS01 slides 13-16 !!!!


Example for **Ctrl-Shift-R** (View) OR **Ctrl-Shift-E** (Edit)

Departments

- ▷ Financial Management
- ▷ Sales & Marketing
- ▲ Purchase
 - Planning
 - Order Processing
 - Inventory & Costing
- ▷ Warehouse
- ▷ Manufacturing




Purchase Orders ▾



No.	Buy-from Vendor No.	Buy-from Vendor Name	Vendor Authoriza... No.	Location Code	Assigned User ID	Status	Currency Code	Document Date
104001	30000	CoolWood Technologies				Open		19.1.2015
104002	40000	Lewis Home Furniture		GREEN		Open		22.1.2015
104003	50000	Service Electronics Ltd.				Open		24.1.2015









Edit - Purchase Order - 104001 - CoolWood Technologies




HOME
ACTIONS
NAVIGATE








 View
 New
 Delete
Manage

 Release
 Reopen
Release

 Post...
 Post and Print...
 Test Report...
Posting

 Copy Document...
 Drop Shipment...
 Calculate Invoice Discount
Prepare

 Statistics
 Dimensions
 Comments
Order

 Approval
 Print...
 Microsoft Word
 OneNote
 Notes
 Links
 Refresh
Approval
Print
Send To
Show Attached

104001 · CoolWood Technologies

General

No.:	104001	Order Date:	19.1.2015
Buy-from Vendor No.:	30000	Document Date:	19.1.2015
Buy-from Contact No.:	CT000083	Vendor Order No.:	
Buy-from Vendor Name:	CoolWood Technologies	Vendor Shipment No.:	
Buy-from City:	Portsmouth	Vendor Invoice No.:	D-303
Posting Date:	19.1.2015	Status:	Open

[Show more fields](#)

Lines

Line	Type	No.	Description	Location Code	Quantity	Reserved Quantity	Unit of Measure Code	Qty. to Receive	Quantity Received	Direct Unit Cost Excl. VAT	Qty. to Invoice
	Item	LS-MAN-10	Manual for Loudspeakers	WHITE	100		PCS				
	Item	LS-75	Loudspeaker, Cherry, 75W	WHITE	10		PALLET				

Example for Ctrl-N (New)

Sales Orders - Microsoft Dynamics NAV

CARTRACK > Departments > Sales & Marketing > Order Processing > Sales Orders

HOME ACTIONS NAVIGATE REPORT

New Edit View Delete Release Reopen Post... Post and Print... Post Batch... Statistics Shipments Invoices Order Confirmation... Microsoft Excel Show as List Show as Chart OneNote Notes Links Refresh Clear Filter Find

Departments

Financial Management

Sales & Marketing

Sales

Order Processing

Marketing

Inventory & Pricing

Purchase

Sales Orders

Type to filter (F3) No. Limit totals: ".03.11.14

No.	Sell-to Customer No.	Sell-to Customer Name	External Document No.	Location Code	Assigned User ID	Status	Salespers... Code	Campaign No.	Currency Code	Document Date	Posting Date	Shipment Date	Requested Delivery Date
1002	10000	The Cannon Group PLC		BLUE		Open	PS			1.9.2014	1.9.2014	1.9.2014	
1003	10000	The Cannon Group PLC		BLUE		Pending Prepayment	PS			2.9.2014	2.9.2014	2.9.2014	



1011

General

No.: 1011

Sell-to Customer No.: [Empty]

Sell-to Contact No.: [Empty]

Sell-to Customer Name: [Empty]

Sell-to Address: [Empty]

Sell-to Address 2: [Empty]

Sell-to Post Code: [Empty]

Sell-to City: [Empty]

Sell-to Contact: [Empty]

No. of Archived Versions: 0

Posting Date: 4.11.2014

Order Date: 4.11.2014

Document Date: 4.11.2014

Requested Delivery Date: [Empty]

Promised Delivery Date: [Empty]

Quote No.: [Empty]

External Document No.: [Empty]

Salesperson Code: [Empty]

Campaign No.: [Empty]

Opportunity No.: [Empty]

Responsibility Center: [Empty]

Assigned User ID: [Empty]

Job Queue Status: [Empty]

Status: Open

Lines

Type	No.	Description	Location Code	Quantity	Qty. to Assemble to Order	Reserved Quantity	Unit of Measure Code	Unit Price Excl. VAT	Line Amount Excl. VAT	Line Discount %	Qty. to Ship	Quantity Shipped

Example for Look-Up function **F4** (or mouse click)

10000 · The Cannon Group PLC

General

No.: 10000 ... Contact: Mr. Andy Teal

Name: The Cannon Group PLC Search Name: THE CANNON GROUP PLC

Address: 192 Market Square Balance (LCY): 170 239,93

Address 2: Credit Limit (LCY): 100 000,00

Post Code: B27 4KT Salesperson Code: PS

City: Birmingham Responsibility Center: BIRMINGHAM

Country/Region Code: GB Service Zone Code: M

Phone No.: Date Modified: 2.9.2014

Primary Contact No.: the.cannon.group.plc@cronuscorp.net

Communication

Invoicing

Bill-to Customer No.: Partner Posting Group: DOMESTIC

Invoice Copies: Partner Price Group:

Invoice Disc. Code: Partner Disc. Group:

Co...	Name
GB	Great Britain
HR	Croatia
HU	Hungary
ID	Indonesia
IE	Ireland
IN	India
IS	Iceland

New Advanced Set as default filter column

Example for Drill-down function (Entries)-> **Ctrl-F7**

10000 · The Cannon Group PLC

General

No.:	10000	Contact:	Mr. Andy Teal
Name:	The Cannon Group PLC	Search Name:	THE CANNON GROUP PLC
Address:	192 Market Square	Balance (LCY):	17 239,93
Address 2:		Credit Limit (LCY):	100 000,00
Post Code:	B27 4KT	Salesperson Code:	PS
City:	Birmingham	Responsibility Center:	BIRMINGHAM
Country/Region Code:	GB	Service Zone Code:	M
Phone No.:		Blocked:	
Primary Contact No.:		Last Date Modified:	2.9.2014

Communication | the.cannon.group.plc@cronuscorp.net

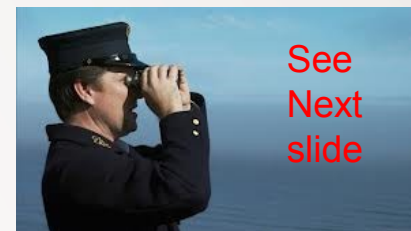
Invoicing

Sell-to Customer Sal...

Customer No.:	10000
Quotes:	0
Blanket Orders:	0
Orders:	7
Invoices:	4
Return Orders:	0
Credit Memos:	0
Pstd. Shipments:	10
Pstd. Invoices:	8
Pstd. Return Rece...:	1
Pstd. Credit Mem...:	1

Customer Statistics -...

Customer No.:	10000
Balance (LCY):	170 239,93



See
Next
slide

Displayed Entries and use of simple filter F3

Customer Ledger Entries ▾ Type to filter (F3) | Posting Date ▾ → ▾

Filter: 10000 • Yes

Posting Date	Document Type	Document No.	C... No.	Message to Recipient	Description	Curre... Code	Original Amount	Amount	Remaining Amount	Due Date	Pmt. Discount Date	Pmt. Disc. Tolerance Date	Original Pmt. Disc. Possible	Remaining Pmt. Disc. Possible	Max. Payment Tolerance
1.9.2014	Invoice	103027	10000		Order 1001		156,38	156,38	156,38	1.10.2014	9.9.2014	9.9.2014	3,13	3,13	0,00
2.9.2014	Invoice	103028	10000		Order 1004		156,38	156,38	156,38	2.10.2014	10.9.2014	10.9.2014	3,13	3,13	0,00
2.9.2014	Invoice	103029	10000		Order 1005		1 250,00	1 250,00	1 250,00	2.10.2014	10.9.2014	10.9.2014	25,00	25,00	0,00
2.9.2014	Invoice	103030	10000		Order 1007		156,38	156,38	156,38	2.10.2014	10.9.2014	10.9.2014	3,13	3,13	0,00
2.9.2014	Invoice	103033	10000		Prepayment Invoi...		156,38	156,38	156,38	2.10.2014	10.9.2014	10.9.2014	3,13	3,13	0,00
31.12.2014	Invoice	00-11	10000		Opening Entries, ...		63 473,13	63 473,13	63 473,13	31.1.2015	8.1.2015	8.1.2015	1 269,46	1 269,46	0,00
31.12.2014	Invoice	00-16	10000		Opening Entries, ...		33 852,35	33 852,35	33 852,35	31.1.2015	8.1.2015	8.1.2015	677,05	677,05	0,00
31.12.2014	Invoice	00-9	10000		Opening Entries, ...		50 778,50	50 778,50	50 778,50	31.1.2015	8.1.2015	8.1.2015	1 015,57	1 015,57	0,00
4.1.2015	Invoice	103005	10000		Order 101001		8 269,04	8 269,04	8 269,04	1.2.2015	9.1.2015	9.1.2015	165,38	165,38	0,00
11.1.2015	Credit Memo	104001	10000		Credit Memo 104...		-292,84	-292,84	-292,84	11.1.2015			0,00	0,00	0,00
14.1.2015	Invoice	103018	10000		Order 6005		4 101,88	4 101,88	4 101,88	14.2.2015	22.1.2015	22.1.2015	82,04	82,04	0,00
19.1.2015	Invoice	103001	10000		Invoice 103001		8 182,35	8 182,35	8 182,35	19.2.2015	27.1.2015	27.1.2015	163,65	163,65	0,00



> 50 000 | Original Amount ▾ | ✕

You have to select value type (e.g. Original Amount) and Value (>50000)

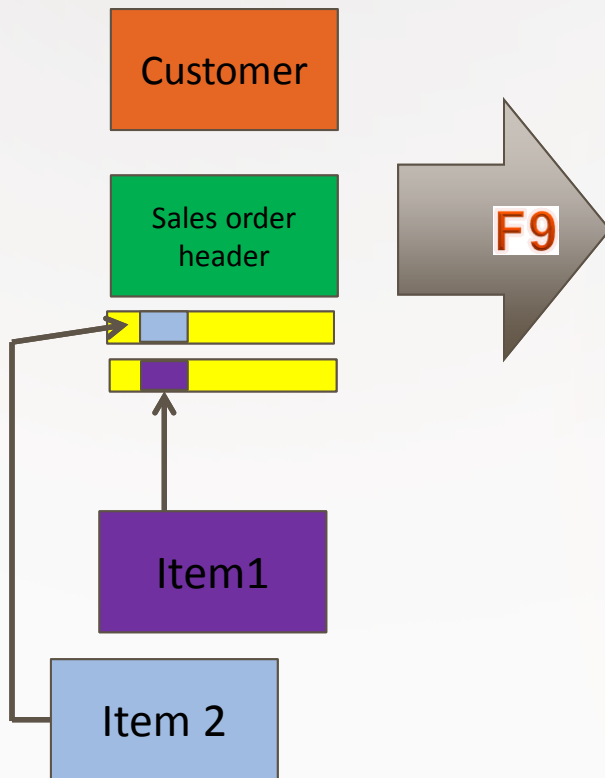
Customer Ledger Entries ▾ > 50 000 | Original Amount ▾ | ✕

Filter: 10000 • Yes

Posting Date	Document Type	Document No.	C... No.	Message to Recipient	Description	Curre... Code	Original Amount	Amount	Remaining Amount	Due Date	Pmt. Discount Date	Pmt. Disc. Tolerance Date	Original Pmt. Disc. Possible	Remaining Pmt. Disc. Possible	Max. Pa Tol
31.12.2014	Invoice	00-11	10000		Opening Entries, ...		63 473,13	63 473,13	63 473,13	31.1.2015	8.1.2015	8.1.2015	1 269,46	1 269,46	
31.12.2014	Invoice	00-9	10000		Opening Entries, ...		50 778,50	50 778,50	50 778,50	31.1.2015	8.1.2015	8.1.2015	1 015,57	1 015,57	

Post any type of document which can be posted- **F9**

Principle



Customer Ledger Entries ▾

Posting Date	Document Type	Document No.	C... No.	Message to Recipient	Description	Curre... Code	Original Amount	Amount	Remaining Amount	Due Date
1.9.2014	Invoice	103027	10000		Order 1001		156,38	156,38	156,38	1.10.2014
2.9.2014	Invoice	103028	10000		Order 1004		156,38	156,38	156,38	2.10.2014
2.9.2014	Invoice	103029	10000		Order 1005		1 250,00	1 250,00	1 250,00	2.10.2014

Item Ledger Entries ▾ Type to filter (

Posting Date	Entry Type	Document Type	Docu... No.	Item No.	Description	Location Code	Quantity	Invoiced Quantity	Remaining Quantity	Sales Amount (Actual)	Cost Amount (Actual)
31.12.2014	Positive Adjmt.		START	1968-S		BLUE	236	236	236	0,00	22 679,60
31.12.2014	Positive Adjmt.		START	1968-S		RED	28	28	13	0,00	2 690,80
31.12.2014	Positive Adjmt.		START	1968-S		GREEN	14	14	14	0,00	1 345,40
1.1.2015	Sale	Sales Shipment	102001	1968-S		RED	-2	-2	0	234,27	-192,20

AND

General Ledger Entries ▾ Type to filter (F3) | Posting Date ▾ →

Show results:

✗ Where Entry No. ▾ is 3191..3193

+ Add Filter

Posting Date	Document Type	Document No.	G/L Account No.	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Account Type	Bal. Account No.
9.10.2014	Invoice	103032	6110	Order 1009	Sale	NATIONAL	RETAIL	-840,80	G/L Account	
9.10.2014	Invoice	103032	5610	Order 1009				-210,20	G/L Account	
9.10.2014	Invoice	103032	2310	Order 1009				1 051,00	G/L Account	

Statistics over created documents (Sales Order) – F7

Edit - Sales Order Statistics - 1003 · The Cannon Group PLC

HOME CARTRACK ?

View Edit Refresh Clear Filter Go to Previous Next Manage Page

1003 · The Cannon Group PLC

General

Amount Excl. VAT:	125,10	Adjusted Profit %:	22,1
Inv. Discount Amount:	0,00	Quantity:	1
Total Excl. VAT:	125,10	Parcels:	0
25% VAT:	31,28	Net Weight:	8,3
Total Incl. VAT:	156,38	Gross Weight:	9,55
Sales (LCY):	125,10	Volume:	0,25
Original Profit (LCY):	27,60	Original Cost (LCY):	97,50
Adjusted Profit (LCY):	27,60	Adjusted Cost (LCY):	97,50
Original Profit %:	22,1	Cost Adjmt. Amount (LCY):	0,00
		No. of VAT Lines:	1

Invoicing

Shipping

Prepayment

Customer

OK

Statistics over created documents (Customer) – F7

10000 · The Cannon Group PLC

General

Balance (LCY):	170 239,93	Service	
Sales		Outstanding Serv. Orders (LCY):	6,63
Outstanding Orders (LCY):	5 552,76	Serv Shipped Not Invoiced(LCY):	0,00
Shipped Not Invoiced (L...):	525,50	Outstanding Serv. Invoices (LCY):	49,61
Outstanding Invoices (LC...):	1 100,00	Total (LCY):	177 318,05
		Credit Limit (LCY):	100 000,00
		Overdue Amounts (LCY) as of 06.11...:	1 875,52
		Invoiced Prepayment Amount (LCY):	156,38

Sales

	This Period November	This Year	Last Year	To Date
Sales (LCY):	0,00	1 500,40	0,00	18 601,36
Original Costs (LCY):	0,00	267,75	0,00	12 030,45
Original Profit (LCY):	0,00	1 232,65	0,00	6 570,91
Original Profit %:	0,0	82,2	0,0	35,3
Adjusted Costs (LCY):	0,00	277,50	0,00	7 414,70
Adjusted Profit (LCY):	0,00	1 222,90	0,00	11 186,66
Adjusted Profit %:	0,0	81,5	0,0	60,1
Cost Adjmt. Amounts (LC...):	0,00	9,75	0,00	-4 615,75
Inv. Discounts (LCY):	0,00	0,00	0,00	727,34
Inv. Amounts (LCY):	0,00	293 851,92	0,00	314 405,19
Reminder Amounts (LCY):	0,00	0,00	0,00	0,00
Fin. Charges (LCY):	0,00	0,00	0,00	0,00
Cr. Memo Amounts (LCY):	0,00	0,00	0,00	292,84
Payments (LCY):	0,00	0,00	0,00	143 872,42
Refunds (LCY):	0,00	0,00	0,00	0,00
Other Amounts (LCY):	0,00	0,00	0,00	0,00
Pmt. Discounts (LCY):	0,00	0,00	0,00	0,00
Pmt. Disc. Tol. (LCY):	0,00	0,00	0,00	0,00
Pmt. Tolerances (LCY):	0,00	0,00	0,00	0,00

Close

Statistics over created documents –setup (Item) – F7

The screenshot shows the 'Edit - Item Statistics - 1928-S AMSTERDAM Lamp' window. The interface includes a top navigation bar with 'HOME' and 'ACTIONS' tabs. The 'ACTIONS' menu contains several icons: 'Show Matrix', 'Previous Set', 'Next Set', 'Refresh', 'Clear Filter', 'Go to', 'Previous', and 'Next'. The 'Show Matrix' icon is highlighted with a red box. A red arrow points from this box to the 'View as' dropdown in the 'Matrix Options' section, which is also highlighted with a red box. The 'View as' dropdown is currently set to 'Net Change'. The 'General' section shows 'Show as Lines' set to 'Profit Calculation' and 'Item Filter' set to '1928-S'. The 'Options' section shows 'Rounding Factor' set to 'None'. The 'Matrix Options' section shows 'View by' set to 'Quarter' and 'Column Set' set to '4/2014..3/2022'. An 'OK' button is located at the bottom right of the window.

Statistics over created documents (Item) – F7

Item Statistics Matrix ▾

Show results:

✗ Where Name ▾ is Enter a value.

+ Add Filter

Name	Total Amount	4/2014	1/2015	2/2015	3/2015	4/2015
Sales (LCY)	671,06	0	671,06	0	0	0
COGS (LCY)	-528,2	0	-528,2	0	0	0
Non-Invtbl. Costs (LCY)	0	0	0	0	0	0
Profit (LCY)	142,86	0	142,86	0	0	0
Profit %	21,29	0	21,29	0	0	0

Use of flow filters – **SHIFT-F3** and remove all filters (Ctrl-Shift-A) !!

 Flow filter works over calculated (not stored) data !!!!

Chart of Accounts Shift-F3

Type to filter (F3) | No. ▼ | →

Show results:

✗ Where Balance ▼ is

+ Add Filter

No.	Name	Income/Balance	Account Type	Totaling	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Net Change	Balance	Cost Type No.
1110	Land and Buildings	Balance Sheet	Posting					1 479 480,60	1 479 480,60	
1190	Land and Buildings, Total	Balance Sheet	End-Total	1100..1190				953 007,95	953 007,95	
1210	Operating Equipment	Balance Sheet	Posting					582 872,18	582 872,18	
1395	Tangible Fixed Assets, Total	Balance Sheet	End-Total	1005..1395				1 128 689,52	1 128 689,52	
1999	Fixed Assets, Total	Balance Sheet	End-Total	1003..1999				1 128 689,52	1 128 689,52	
2110	Resale Items	Balance Sheet	Posting					540 810,80	540 810,80	
2120	Finished Goods	Balance Sheet	Posting					101 448,83	101 448,83	
2130	Raw Materials	Balance Sheet	Posting					581 074,37	581 074,37	
2190	Inventory, Total	Balance Sheet	End-Total	2100..2190				1 239 562,53	1 239 562,53	
2310	Customers Domestic	Balance Sheet	Posting					623 951,95	623 951,95	
2320	Customers, Foreign	Balance Sheet	Posting					256 736,55	256 736,55	
2390	Accounts Receivable, Total	Balance Sheet	End-Total	2300..2390				919 924,54	919 924,54	
2940	Giro Account	Balance Sheet	Posting					250 092,11	250 092,11	
2990	Liquid Assets, Total	Balance Sheet	End-Total	2900..2990				258 007,78	258 007,78	
2995	Current Assets, Total	Balance Sheet	End-Total	2000..2995				2 429 355,54	2 429 355,54	
2999	TOTAL ASSETS	Balance Sheet	End-Total	1002..2999				3 558 045,06	3 558 045,06	
5630	Purchase VAT 25 %	Balance Sheet	Posting					247 438,46	247 438,46	
7110	Purch., Retail - Dom.	Income Statement	Posting		Purchase	NATIONAL	RETAIL	640 986,24	640 986,24	7110

Use of simple filter over the field – F3

Items ▾ F3 No. ▾

No.	Description	As... BO...	Base Unit of Measure	Cost is Adj...	Unit Cost	Unit Price	Vendor No.	Search Description	Bloc...	Product Group Code	Item Category Code	Assembly Policy	Item Tracking Code	Crea... From Non...	Last Date Modified
1906-S	ATHENS Mobile Pedestal	No	PCS	<input type="checkbox"/>	219,50	281,40	30000	ATHENS ...	<input type="checkbox"/>	P_SHEETS		Assemble-...			23.9.2013
1936-S	BERLIN Guest Chair, yellow	No	PCS	<input type="checkbox"/>	97,50	125,10	20000	BERLIN GU...	<input type="checkbox"/>	P_SHEETS		Assemble-...			23.9.2013
1960-S	ROME Guest Chair, green	No	PCS	<input type="checkbox"/>	97,50	125,10	20000	ROME GUE...	<input type="checkbox"/>	P_SHEETS		Assemble-...			23.9.2013
1964-S	TOKYO Guest Chair, blue	No	PCS	<input checked="" type="checkbox"/>	96,34426	125,10	20000	TOKYO GU...	<input type="checkbox"/>	P_SHEETS		Assemble-...			2.9.2014
1964-W	INNSBRUCK Storage Unit/G...	Yes	PCS	<input type="checkbox"/>	171,40	292,00		INNSBRUC...	<input type="checkbox"/>	P_SHEETS		Assemble-...			23.9.2013
1968-S	MEXICO Swivel Chair, black	No	PCS	<input type="checkbox"/>	96,10	123,30	30000	MEXICO S...	<input type="checkbox"/>	P_SHEETS		Assemble-...			23.9.2013
1968-W	GRENOBLE Whiteboard, red	Yes	PCS	<input type="checkbox"/>	708,60	974,80		GRENOBLE...	<input type="checkbox"/>	P_SHEETS		Assemble-...			23.9.2013
1976-W	INNSBRUCK Storage Unit/...	Yes	PCS	<input type="checkbox"/>	150,60	256,10		INNSBRUC...	<input type="checkbox"/>	P_SHEETS		Assemble-...			23.9.2013
1996-S	ATLANTA Whiteboard, base	No	PCS	<input type="checkbox"/>	707,20	906,70	30000	ATLANTA ...	<input type="checkbox"/>	P_SHEETS		Assemble-...			23.9.2013

19 any string 6 any string



THANKS FOR YOUR ATTENTION AND TIME